

# MAIN HRS

## *DCDS Reports*

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### **Timekeeper Reports - H HR-106 - Timesheet Exception**

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<b>Purpose:</b>	The Timesheet Exception Report displays timesheets that are an exception for a department, agency, TKU, pay period end date by person. These exceptions are generated timesheet, system generated standard hours, timesheet modified after submit, and timesheet not approved. These exceptions are chosen when the report is requested. The minimum data required to be entered is department, agency, TKU and pay period end date.
<b>Frequency:</b>	As requested (after timesheets for the requested pay period have been saved or submitted). If requested before timesheets have been saved, fields will be blank.
<b>Distribution:</b>	The report is available to DCDS users who have been granted the appropriate security.
<b>Sequence:</b>	Department, Agency, TKU, Employee Name
<b>Media:</b>	Displayed on-line or the report may be printed.
<b>Retention:</b>	Per Department Policy. Information is available on-line for one fiscal year.
<b>Information:</b>	<p>A. The Timesheet Exception screen is accessed through the <u>R</u>eports, <u>T</u>imekeeper, <u>H</u> - Timesheet Exception items on the menu.</p> <p>B. The following detail is displayed:</p> <ul style="list-style-type: none"><li>■ Name</li><li>■ Social Security Number (SSN)</li></ul>

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### **Information:** *(Continued)*

- Exception
- User ID
- Modified Date

- C. To print a copy of the report, select File and click on the Print menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.
- D. If an agency does not approve on-line, agencies will still have the option to request this report.
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The screenshot shows a Windows-style application window titled "DCDS". The menu bar includes "File", "Edit", "Options", "Functions", "Params", "Reports", "Window", and "Help". The "Reports" menu is open, showing a "Report Request" dialog box. The dialog box has a title bar "Report Request" and a main area titled "Timesheet Exception". Inside the dialog, there are four input fields: "Department:" with a dropdown showing "59", "Agency:" with a dropdown showing "01", "TKU:" with a dropdown showing "601", and "PP End Date:" with a dropdown showing "10/4/97". Below these fields is a section titled "Report On" with four checked checkboxes: "Generated Timesheet", "System Generated Standard Hours", "Timesheet Modified after Submit", and "Timesheet Not Approved". At the bottom right of the dialog are "OK" and "Close" buttons. The status bar at the bottom left of the window says "Ready".

### Report Request Screen

To display the Report Request screen for the Timesheet Exception report, select the Reports menu item from the Menu bar and click on the Timekeeper menu item. From the cascading menu, click on H - Timesheet Exception menu item.

The Report Request screen allows users to enter the appropriate criteria to request the Timesheet Exception Report.

Enter the Department, Agency, TKU and Pay Period End Date. To select all agencies and/or TKUs, click on **AL** from the dropdown. Select any of the following timesheet exceptions to display on the report:

- Generate Timesheet
- System Generated Standard Hours
- Timesheet Modified After Submit
- Timesheet Not Approved

When the appropriate information has been entered, click the OK button. The Report Pre-View screen displays the report on-line. The printed report is displayed on the next page.

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## *DCDS Reports*

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### HR-106 - Timekeeper Timesheet Exception

HR – 106

MAIN HUMAN RESOURCE SYSTEM  
TIMESHEET EXCEPTION REPORT

RUN DATE: 11/15/1999 10:50:30  
PAGE 1 OF 1

DEPARTMENT: 59 DEPARTMENT OF TRANSPORTATION

PAY PERIOD END DATE: 12/11/1999

AGENCY: 01 CENTRAL OFFICE

PAY PERIOD NO: 26

TKU: 100 TRANSPORTATION

<u>FULL NAME</u>	<u>SSN</u>	<u>EXCEPTION</u>	<u>USER ID</u>	<u>MODIFIED DATE</u>
BHATT, MUSTAFA E	590-10-1990	GENERATED TIMESHEET	T_DEPT99	11/20/1998 13:16:16
		SYSTEM GENERATED STANDARD HOURS	T_DEPT99	12/29/1998 11:57:18
		TIMESHEET NOT APPROVED		
CHARLAMB, HARRIE M	590-10-1900	GENERATED TIMESHEET	T_DEPT99	11/20/1998 13:16:16
		SYSTEM GENERATED STANDARD HOURS	T_DEPT99	12/29/1998 11:57:12
		TIMESHEET NOT APPROVED		

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Section 16.8: **Timekeeper  
Timesheet Exception Report**